



Student Name: _____

Tutor Name: _____

Begin Date: _____

End Date: _____

Computer Skills Student Assessment

I don't know how to do this	I can do this with help	I can do this on my own	I learned this skill (Date)
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Basic Computer Skills

Turn on the computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turn off the computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Move the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Click the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Double click the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drag and drop with the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the right mouse button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Close a program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Move a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rename a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delete a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Save things in a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimize a window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maximize a window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Switch between open windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Using the Internet

Open an internet browser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the internet to go to a web address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the internet to find information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follow links on a webpage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the internet to find news	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stop or block pop-up ads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keep my information private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Download a file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Using Email

Create or access my email account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use e-mail to read messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use email to send messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attach files to a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prevent or manage spam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Microsoft Word

Create documents like a letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Format documents like a resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insert pictures into a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Save documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Print documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create and use tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check my spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Excel

Create spreadsheets in excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Make a household budget in excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Programs

I can use Publisher to make newsletter and business cads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I can use PowerPoint to make presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	